



## 4Q Reminder

### Manager and Supervisor Engagement **Response Needed!**

October 14, 2010

To: Richmond Refinery Managers and Supervisors

Friendly reminder to:

1. Please provide your Work group or Crew Glove Sizes to the IIFLT (see worksheet below). During the week of November 1, the IIFLT will be providing supervisors with a pair of gloves for each of their direct reports. The gloves will be distributed with the Holiday Gift Cards through IPC, Admin 101. Contract Partners will receive their gloves from their own company supervisors 1) Core Contractors - CNT MNT Mailroom or 2) Travelers - Turnaround Handout at the Lunch Tents.



4Q Glove Sizes,  
Supervisor.docx

2. Sign up with Kris Althar (242-1289) for AM IMPACT Gate Flyer Handout.

5:00 am – 7:00 am Main Gate  
5:00 am – 6:30 am Gate 91  
5:00 am – 6:30 am Gate 31  
5:00 am – 6:30 am Lot 53  
5:00 am – 6:30 am Lot 19  
5:00 am – 6:15 am QCD  
5:00 am – 7:00 am Hensley

3. Walk About with Intent. In order to support the Turnarounds, the IMPACT group would like your support for their Walk About with Intents (WAWI). We are asking that supervisors and managers sign up for at least one (1) WAWI over the duration of the Turnaround (covering both day and nights). ***Please use the sign-up sheet provided by Silvia Smith and the IMPACT team found below.*** Review the Instructions – you will be meeting with a Red Hat for the WAWI.

Walk About with Intent Sign Up Sheet:

[\\RIC841NTSHARE1.RIC841.CHEVRONTEXACO.NET\SHARE\Refinery-Wide\IMPACT\\_Group\4Q2010 TA\4Q10 WAWI Sign Up.xlsx](\\RIC841NTSHARE1.RIC841.CHEVRONTEXACO.NET\SHARE\Refinery-Wide\IMPACT_Group\4Q2010 TA\4Q10 WAWI Sign Up.xlsx)